

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



19422  
SUB M 51

WAR FOOD ADMINISTRATION  
OFFICE OF DISTRIBUTION  
Washington 25, D. C.

LIBRARY  
CURRENT SERIAL RECORD  
AUG 28 1944

May 1, 1944

cap 5  
SPECIAL COMMODITIES BRANCH MEMORANDUM NO. A-7

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Official Travel

A. Approval

Official travel must be approved in advance by the appropriate Branch officials and by Mr. S. R. Newell, Assistant Deputy Director. Approval may be obtained by submitting a "Request for Approval of Travel", (Form FDA-675) at least two days in advance of the proposed trip. The "Request for Approval" must be prepared in triplicate. The original and one copy should be sent directly to the Administrative Officer for clearance with the Assistant Deputy Director. The other carbon should be routed to the Division Chief, the Assistant Branch Chief, and the Branch Chief for initialling, and to the Administrative Officer for final clearance.

The estimated cost of travel must be inserted in the form opposite the name of the traveler.

B. Letter of Authorization

When the "Request for Approval" has been cleared, the Administrative Officer will issue a "Letter of Authorization" or an amendment, if necessary, covering the area in which travel is authorized and the period of time during which the authorization will be effective. Letters of authorization are usually issued for the fiscal year and may be used for all trips made by the traveler during the period designated. If a proposed trip covers a region that has not been approved previously, the traveler should request an amendment to the Letter of Authorization. The number of the Letter of Authorization should appear on all travel vouchers.

C. Transportation Requests

The Administrative Officer will supply the traveler with a book of Government Transportation Requests, which must be used in all official travel. Green copies of the transportation requests are delivered to the carrier company at the time railroad or pullman tickets are obtained. The white copies must be retained and attached to the travel voucher when it is submitted. Empty books must be returned to the Administrative Officer.

#### D. Priorities for Air Travel

Priorities for air travel are granted for the purpose of accomplishing within established time limits a mission essential to the war effort. Priority certificates are not issued for air trips requiring less than two hours and where destination can be reached by rail within six hours of departure time.

When it is necessary to travel by air, a memorandum requesting a priority certificate shall be addressed to Chief of Administrative Services for the signature of the Administrative Officer. The memorandum must include an explanation as to the necessity for air travel, and the latest hour the traveler may arrive at his destination.

#### E. Foreign Travel

Procedure for approval of foreign travel is set up in General Administrative Instruction 4100, dated February 9, 1944. Per diem rates will be found in Budget and Finance Circular 738.

Traveler should bear in mind clearance for foreign travel involves work with several agencies and approval must be requested as far in advance as possible. The War Department requires a minimum of one week for issuance of foreign priorities.

#### F. Travel Vouchers

All travelers must prepare travel vouchers (Std. Form-1012) within 7 days following the close of the month. Vouchers should be prepared in duplicate (for Collaborators, in triplicate) and forwarded to the Administrative Officer for clearance with Finance.

Budget and Finance Circular 653, dated January 11, 1943, gives detailed information regarding the preparation of vouchers.

#### G. Questions regarding government travel regulations or the preparation of travel accounts should be referred to the Administrative Officer.

16/422  
5087151  
WAR FOOD ADMINISTRATION  
Office of Distribution  
Washington 25, D. C.

August 1, 1944

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. A-7

To: All Divisions and Sections, Special Commodities Branch  
From: H. C. Albin, Chief, Special Commodities Branch  
Subject: Official Travel

A. Approval

Two days in advance of a proposed trip, the traveler shall prepare one copy of Form FDA-675, "Request for Approval". The Form should be routed to the Division Chief, the Assistant Branch Chief and the Branch Chief for initialling and to the Administrative Officer for action. The estimated cost of travel must be inserted on the Form opposite the name of the traveler.

B. Letters of Authorization

Upon receipt of the "Request for Approval", the Administrative Officer will issue a "Letter of Authorization" covering the area in which travel is authorized and the period of time (usually the fiscal year) during which the authorization will be effective. If a proposed trip covers a region that has not been approved previously, the traveler should request an amendment to the "Letter of Authorization".

C. Transportation Requests

The Administrative Officer will supply the traveler with a book of Government Transportation Requests, which must be used in all official travel. Green copies of the transportation requests are delivered to the carrier company at the time railroad or pullman tickets are obtained. The white copies must be retained and attached to the travel voucher when it is submitted. Empty books must be returned to the Administrative Officer.

D. Priorities for Air Travel

Priorities for air travel are granted for the purpose of accomplishing within established time limits a mission essential to the war effort. Priority certificates are not issued for air trips requiring less than two hours and where destination can be reached by rail within six hours of departure time.



When it is necessary to travel by air, a memorandum requesting a priority certificate shall be addressed to Chief of Administrative Services for the signature of the Administrative Officer. The memorandum must include an explanation as to the necessity for air travel, and the latest hour the traveler may arrive at his destination.

Form AD 154, "Justification for Air Travel", must be approved before the traveler can be reimbursed. If the air travel resulted in excess cost for the Government, the traveler should submit the Form in an original and five copies to the Chief of the Administrative Services Division. The amount of the excess cost must be shown under "Comparison of Time and Cost". If the air travel did not result in excess cost for the Government, the traveler should prepare the Form in duplicate and attach it to the travel voucher.

#### E. Foreign Travel

Procedure for approval of foreign travel is set up in General Administrative Instruction 4100, dated February 9, 1944. Per diem rates will be found in Budget and Finance Circular 738.

Traveler should bear in mind clearance for foreign travel involves work with several agencies and approval must be requested as far in advance as possible. The War Department requires a minimum of one week for issuance of foreign priorities.

#### F. Travel Vouchers

All travelers must prepare travel vouchers (Std. Form-1012) within 7 days following the close of the month. Vouchers should be prepared in duplicate (for Collaborators, in triplicate) and forwarded to the Administrative Officer for clearance with Finance.

Budget and Finance Circular 653, dated January 11, 1943, gives detailed information regarding the preparation of vouchers.

#### G. Questions regarding government travel regulations or the preparation of travel accounts should be referred to the Administrative Officer.

